

FACILITIES & OPERATIONS

Submitting Work Orders

New User

4 Simple Steps to Setting up Your Account –

(please note that new user information IS NOT saved until the 1st work order is submitted so you are encouraged to wait until you need to submit a work order to set up your account.)

STEP 1 – On “MyPPCC” portal, find the **EMPLOYEE** tab, go to **REQUESTS** and click on **FACILITIES REQUESTS**; you will be prompted to the screen below.

Pikes Peak Community College



myPPCC

Current SchoolDude User? Login Here!

Email	Password	Sign In
<input type="text"/>	<input type="password"/>	<input type="button" value="Sign In"/>
Forgot Password?		

Never Submitted a SchoolDude Request? Register Here!

If you have never set up an account click the down arrow to fill in your information

STEP 2 – An account number will automatically generate in the first field, please fill out the form using your PCC assigned phone number and email address (i.e. firstname.lastname@ppcc.edu) along with a six digit password; **hit submit**

Never Submitted a SchoolDude Request? Register Here!

Account Number	
<input type="text" value="2067303424"/>	
First Name	Last Name
<input type="text"/>	<input type="text"/>
Phone Number	
<input type="text"/>	
Email	
<input type="text"/>	
New Password	
<input type="password"/>	
<small>Passwords are case sensitive and must be at least six characters long.</small>	
Confirm Password	
<input type="password"/>	
<input type="button" value="Register"/>	

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.

STEP 3 – if a **RED** message pops up stating that your email address is already in use, you may already have an account. Please contact facilities for help by calling 719-502-2800

Submitting Work Orders (continued)

Screen will automatically take you to a new work order ticket.

(Remember, new user information IS NOT saved until the 1st work order is submitted so you are encouraged to wait until you need to submit a work order to set up your account).

YOUR USER ACCOUNT HAS NOW BEEN SUCCESSFULLY SET UP!

Returning Users

STEP 1 – On “MyPPCC” portal, find the **EMPLOYEE** tab, go to **REQUESTS** and click on **FACILITIES REQUESTS**; you will be prompted to screen below.

Pikes Peak Community College



myPPCC

Current SchoolDude User? Login Here!

Email	Password	Sign In
<input type="text"/>	<input type="password"/>	<input type="button" value="Sign In"/>
Forgot Password?		

Never Submitted a SchoolDude Request? Register Here!

STEP 2 - enter your PPCC email address (i.e. firstname.lastname@ppcc.edu) and your password; **hit submit**

STEP 3 – Enter the information to the best of your knowledge in required field Steps 1-5 on screen. “**Submittal Password**” asked in Step 7 on the screen is “**ppcc**” (all lowercase). Note: this must be entered each time you submit a work order; **hit submit**

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SchoolDude
apps Logout



myPPCC

Maint Request	My Requests	Settings	HELP
Legend ▾			
Work Request			
Welcome <small>If this is an EMERGENCY or a safety concern that requires immediate action please call Facilities and Operations at (719) 502-2800 or Public Safety at (719) 502-2911 To submit this work order use the password ppcc.</small>			
Step 1	Please be yourself, click here if you are not Arnie Aardvark		
	First Name <input type="text" value="Arnie"/>	Last Name <input type="text" value="Aardvark"/>	Email <input type="text" value="facilities@ppcc.edu"/>
	Phone <input checked="" type="checkbox"/> <input type="text" value="719-502-2800"/>	Pager <input type="text"/>	Mobile Phone <input type="text"/>
Step 2	Location <input checked="" type="checkbox"/> -- Select Location -- ▾	Building -- Select Building -- ▾	Area/Room Number -- Select Area -- ▾ <input type="text"/>
	<input type="checkbox"/> Yes, remember my area entries for my next new request entry.		
Step 3	Select Problem Type: <input checked="" type="checkbox"/>		
	Maintenance Help Desk: Click on the problem type below that best describes your issue. -- Select Craft -- ▾		
Step 4	Please describe your problem or request. <input checked="" type="checkbox"/> <input type="text"/>		
Step 5	Requested Completion Date <input type="text"/> <small>(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)</small>		
Step 6	Attachment <small>Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)</small>		

**YOU HAVE NOW SUCCESSFULLY SUBMITTED
A WORK ORDER TICKET.**

Need Help? Call Facilities &
Operations at 502-2800